

Dear Event Organizer,

On behalf of the Mayor, City Council and Employees, welcome to Idaho Springs and thank you for choosing the City of Idaho Springs for your special event.

To make the process a pleasant experience for all concerned, a packet of information has been included with this letter. Please read all material carefully. The **completed** packet will need to be given to the City Clerk 60 days prior to your event. Please return the entire packet, *even if some of the forms do not apply to your event.*

Some special events will need to be presented to the Idaho Springs City Council. If Council approval is required, the City Clerk will set an appearance time once all paperwork is received and approved.

If any alcohol will be included in your event you will need to apply for a special event liquor license. No alcohol can be served, sold or consumed in any public area without a local liquor license as well as an additional insurance requirement. The fee for a liquor special event is \$100.00.

Please note the \$25 application fee per day of the event and a \$100.00 deposit for trash removal and general clean-up.

Contact the Clear Creek Courant to get your event in the calendar section of the local newspaper.

We are here to help in anyway possible. Please feel free to contact my office with any questions or concerns.

Sincerely,

Diane Breece
City Clerk